

Sponsor Verification Form Process change FAQs

Q: What if a sponsor is closed for the holidays? Can the SVF Form be accessed before Tuesday the 24th?

A: Unfortunately, the answer is no, but they can always send an email in lieu of the form, and the CSOs should keep them on file in case we are audited. They should complete the SVF as soon as possible when they return to the office.

Q: Who will receive the notifications at the sponsor?

A: Only sponsor staff with the **VISTA Sponsor Verification** Role in eGrants will get the email notifications—if there are active VISTAs currently serving. There is a Discoverer Report that lists all sponsor staff and their roles if you want to see who exactly received them. The report name is **VISTA Sponsor Roles** and it is available to all staff.

Q: Is there a calendar of due dates available that we can provide to our sponsors?

A: Yes, a calendar that includes SVF due dates is posted on the VISTA Campus with this [FAQ](#).

Q: Will anyone in the state office be cc'd on the initial notification emails?

A: No state office staff are copied on the initial notifications. If we set it up to do that, they would get several identical emails every other Tuesday morning.

Q: Can the state email address (ny@cns.gov) be cc'd on the sponsor notices instead of just the SPD? Or even better, the SPS that is assigned to the project?

A: Those are very good suggestions. It could be set up to do that, but it would take a CR, funding, and quite some time to put in place. Another option would be to set up a rule in Outlook that automatically forwards any SVF notifications to the NY distribution list. For a very reasonable fee, Stuart Shave will show you how to do that 😊

12/20/2013